

**State of California
DUTY STATEMENT**

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division Administration/Rehabilitation Therapy		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title Supervising Rehabilitation Therapist		Location Rehabilitation Therapy		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S19	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone.

Under the general direction of the Program Director of Rehabilitation Therapy Services the Supervising Rehabilitation Therapist assists in facilitating and ensuring that quality Rehabilitation Therapy services, treatment and care are delivered in a safe environment for staff and patients while maintaining responsible stewardship, and excellence in forensic evaluation and treatment. The Supervising Rehabilitation Therapist is required to have a Rehabilitation Therapy background; knowledge of mental health principles; the ability to work independently; speak and write grammatically and persuasively; good interpersonal skills, time management skills, organizational skills, and computer skills; is detail oriented and serves as an advocate for the department, assigned staff and patients served.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Supervision:</p> <ul style="list-style-type: none"> • Provide clinical and functional supervision to assigned staff. • Complete electronic and unit chart audits on all assigned Rehabilitation Therapists (assessments, progress notes, transfer notes, discharge notes, treatment plans, etc.). • Complete a 50% unit chart audit and one monthly facilitator group observation on all assigned new Rehabilitation Therapists for the first six months. • Complete facilitator group observations on a minimum of one therapist per month. Each therapist shall be observed 3 times annually.

- **Complete a monthly audit summary report by the 5th of the following month that includes an analysis of trends, patterns and performance levels for quality improvement purposes.**
- **Complete Criteria Based Evaluations and participate in the annual performance appraisal for assigned Rehabilitation Therapists.**
- **Analyze situations accurately and take an effective course of action.**
- **Counsel Rehabilitation Therapists regarding work performance issues utilizing progressive discipline when needed.**
- **Provide mentoring for all Rehabilitation Therapists who fall below 90% compliance rate with Rehabilitation Therapy audits.**
- Provide mentoring to treatment teams as assigned.
- Provide training and orientation to all newly hired Rehabilitation Therapy staff.
- Provide training and mentoring to all assigned therapists.

20%

Administration:

- **Serve as a liaison and consultant between level of care Rehabilitation Therapists, program management and Program Director of Rehabilitation Therapy regarding Rehabilitation Therapy issues.**
- **Analyze discipline specific data collection for trends, patterns and performance levels.**
- Distribute audits to: Standards Compliance Department, Program Director, Rehabilitation Therapist, Program Director of Rehabilitation Therapy and supervisor file.
- Attend and participate in staff and professional meetings including monthly Rehabilitation Therapy Service meetings and other meetings as required.
- Provide coverage as assigned for Supervising Rehabilitation Therapists and Program Director of Rehabilitation Therapy Services.
- Coordinate coverage for Rehabilitation Therapy staff who are out two weeks or more.
- Interpret and enforce hospital policies.
- Develop and revise statewide policies and procedures.
- Develop strategies to refine and improve long term departmental goals.

15%

Clinical:

- Knowledge of mental health principles.
- Work effectively with patients with severe and persistent mental illness.
- Provide at least one hour of structured treatment per week.
- Complete Rehabilitation Therapy assessments as needed.
- Coordinate and schedule a therapeutic activity program that ensures patients' initial and continuing leisure and recreational needs are met.
- Curriculum development.
- **Facilitate and ensure that quality Rehabilitation Therapy Services, treatment and care are delivered in a safe environment.**

MARGINAL FUNCTIONS

5%	All other duties and special projects as assigned by the Program Director of Rehabilitation Therapy Services.
Other Information	<p>SUPERVISION RECEIVED</p> <p>Clinical, functional, and administrative supervision is provided under the general direction of the Program Director of Rehabilitation Therapy Services.</p> <p>SUPERVISION EXERCISED</p> <p>Clinical and administrative supervision, as applicable, and oversight of up to eight Rehabilitation Therapists as assigned by the Program Director of Rehabilitation Therapy Services.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: State and federal regulatory agencies and accrediting bodies including Joint Commission, California Code of Regulations, Title 9, Title 15, Title 22, and the Center for Medicaid Services, and facility specific Administrative Directives. Methods and techniques of effective leadership including effective communication and personnel management; organizational functions; discipline-specific, hospital standards and professional standards.</p> <p>ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex supervisory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare reports, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team leader and appear before management and other committees.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical and physical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 20 pounds, lifting and carrying up to 20 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY Actively supports a safe and hazard free workplace through the practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Employees are responsible for reporting to work with a properly charged PDAS tag and wearing the tag on an approved triple breakaway neck lanyard or on an approved belt grimloc.</p>

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Security and Contraband
- Maslow's Hierarchy
- Social Learning Theory
- Experiential Learning Model
- Cognitive Behavior Therapy
- Dialectical Behavior Therapy
- Person-centered Care
- Positive Psychology
- Trauma Informed Care
- PC 1370 Pathway
- Forensic Mental Health
- Geropsychiatric Care
- Discharge Readiness

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation/direction in disciplinary matters
- Demonstrates basic computer skills by accessing and documenting using electronic files and spreadsheets.
- Possess a basic understanding of and ability to use medical terminology.

LICENSE OR CERTIFICATION - not applicable**TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Level of Care Supervisor shall attend T.S.I. training for Supervisors (T.S.I. Module II) within one year of appointment date and a minimum of six (6) hours of T.S.I. review annually. Apply and demonstrate supervisory level skills and knowledge to promote a therapeutic milieu and assure consistent assignment of T.S.I. responsibilities.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
 - Maintain a professional appearance.
 - Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
 - Comply with hospital policies and procedures.
 - The employee is required to work any shift and schedule in a variety of settings
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throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

